MEMORANDUM FOR : Director of Central Intelligence

THROUGH   : Deputy Director for Support

SUBJECT   : Nomination of [   ] for   STATINTL
                          AMS Paperwork Management Award

    1.   This memorandum transmits for your signature a letter nomi-
nating [   ] for the Paperwork Management Award.

    2.   The Administrative Management Society (AMS) has invited the
Agency to nominate a candidate for the second Paperwork Management
Award. This award is granted for leadership and excellence in pro-
moting effective management of paperwork in the Federal Government.
The Agency did not nominate a candidate for this award last year.

    3.   The Deputy Director for Support nominated [   ]   STATINTL
Chief of Records Administration Staff, DDS for the AMS award. No
other candidates were nominated. The nominating document was prepared
by officials in DDS in collaboration with a representative of this Office
and was reviewed by a representative of the Office of Security.

    4.   It is recommended that you sign the attached letter to
Mr. Robert C. Walter, Executive Director of AMS nominating [   ]   STATINTL
[   ] for this award. The deadline date for the submission of
nominations is 1 July 1966.

Emmett D. Echols
Director of Personnel

Attachments

Distribution:
    O-Return to O/Pers   2-D/Pers (1w/held)
    1-ER   1-OP/BSD [   ]   STATINTL
    2-DDS
    1-D/Security

AMS PAPERWORK MANAGEMENT AWARD

NOMINATION OF [   ]   STATINTL

CENTRAL INTELLIGENCE AGENCY

ACCOMPLISHMENT

STATINTL

[   ] has served as the Central Intelligence Agency's Records Administration Officer since 1953 and has had a key role in developing highly effective records and paperwork management programs of which the Agency is justly proud. In addition to his important achievements in improving the world-wide records system of CIA, he has initiated, coordinated, and furnished the technical leadership in the establishment of uniform standards and procedures for the retention and disposal of intelligence materials in other elements of the intelligence community of the United States. He is particularly noted for the development of a Vital Materials Program which has been a model for other Federal agencies.

STATINTL

[   ] has developed an effective decentralized records system in CIA with programs to meet each major component's particular requirements and special procedures to cope with security considerations inherent in every phase of records and paperwork maintenance and control in this Agency. CIA now has one of the most sophisticated records and paperwork management systems in the Federal Government. [   ] was the STATINTL driving force in focusing attention on this critical area of management, and because of his professional competence and experience he has gained the support of top management and the cooperation and participation of officials at all levels in the Agency. He is an effective promotor and has inspired officials in CIA and others in the Federal Government to professional paperwork management achievements by his surveys, studies on special projects, training films, briefings, and his Vital Records Workshops.

STATINTL

To evaluate [   ] accomplishments, consideration must be given not only to the magnitude of CIA records but also to the complexities involved in handling sensitive intelligence records and to the unusual paperwork services required in the production of intelligence and in the distribution of vital documents to the consumers. The diversity of CIA records-- photographs, films, recordings, and maps, in addition to the large flow of documents into the Agency from all over the globe--compounded by the myriad of special and sensitive security indicators and the necessity for strict compartmentation on a need-to-know basis, produce unique problems. The day-to-day paperwork management services required in CIA are a combination of those in a large university, a business firm with extensive research facilities and overseas operations, and a metropolitan newspaper

STATINTL with inflexible deadlines. These seemingly insurmountable problems have been a challenge which [   ] with a very small staff has met with great success. This he has accomplished by applying good paperwork management principles and by using administrative imagination to cope with unique problems in paperwork management.

SCOPE OF ACCOMPLISHMENTS

The CIA Records Administration Program, directed by [   ] STATINTL is comprehensive in scope. It covers all areas in the management of CIA directives, reports, forms, communications, files and records from date of creation to final storage or destruction. It encompasses staff management of records and paperwork in CIA intelligence collection activities in all parts of the world and the control, storage, and disposition of intelligence documents prepared for the President and policy-making bodies in the United States.

The imporatnce and impact of [   ] accomplishments are STATINTL attested to by the many commendations he has received from officials in our Agency and the fact that other Government agencies have emulated successful management techniques and procedures used in CIA records management. He was commended by the Honorable McGeorge Bundy, Special Assistant to the President for National Security Affairs, for his able and efficient direction of the Records Management services rendered to the National Security Council. The Assistant Archivist of the United
STATINTL States requested [   ] to present his Vital Materials Program to all Government departments and agencies through a number of Vital Records Workshops. In addition, other agencies with unusually difficult security problems have drawn on the successful experience of [   ] to im- STATINTL prove their paperwork management systems and operations of their Records Centers.

RESULTS

STATINTL [   ] contributions to effective records and paperwork management within CIA and other agencies have had enormous tangible and intangible benefits. As a result of his leadership in promoting the development of flexible and realistic records management standards and programs, the Agency has been able to cope successfully with a tremendous increase in volume of communications, documents, films, and photographs resulting from the accelerated tempo of cold and hot war activities. In addition, he has initiated aggressive programs to meet the new paperwork management requirements of expanding electronic data processing operations.

Through the ready availability of records and the streamlining of methods and procedures, emergency requests in support of current operations are invariably filled expeditiously by the Agency Records Center.

By the development of a model Vital Materials Program guaranteeing the current selection, protection, and availability of essential records, the successful continuation of intelligence support to the President is assured in time of enemy attack or natural disaster.

In addition to the important savings to CIA in man-hours, equipment, supplies, and space that have resulted from [   ] efforts, significant savings have also been achieved throughout the Intelligence Community STATINTL through his program to eliminate records in all intelligence agencies where they duplicate those of the orginating agency.

It is the consensus of officials in CIA the [   ] achievements STATINTL in the improvement of paperwork management have contributed to the success of this Agency's mission and have furthered the objectives of the President's War on Waste in the Federal Government.

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Office of Security	24 June 66	
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Attached for review is a paper nominating

_____ , DDS , for the AMS Paperwork

Management Award.

We are trying to get this paper to DDS

today.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
	24 June 66

STATINTL

STATINTL

STATINTL

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